

Message Text

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ACTION OIC-02

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DLOS-05 COA-01 A-01 OPR-02 SY-04 /044 W

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P 151647Z JAN 75

FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 9994

UNCLAS SECTION 1 OF 2 GENEVA 0194

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TAGS: OCON, ASPT

SUBJECT: LAW OF SEA - PROPOSED ADMINISTRATIVE SUPPORT, MARCH 15 -
MAY 10, 1975

REF: (A) NORDQUIST/FINE MEMO 11/22/74

(B) GENEVA 7632

(C) GENEVA OM 12/27/74

FOLLOWING REQUIREMENTS BASED ON ADMINSTRATIVE SUPPORT ANTICIPATED AT
THIS TIME:

1. SPACE. DISCUSSED IN REF (B).

2. PERSONNEL

A) SECRETARIES. UNDERSTAND TOTAL OF TWENTY REQUIRED. MISSION HAS
FOLLOWING NAMED SECURITY CELARED SECRETARIAL PERSONNEL AVAILABLE IN
GENEVA ON CONTRACT BASIS:

SHAWN GOODMAN. WORKED AS PART TIME CLERK IN THE DEPARTMENT
(EUR/EX), GENERAL CLERICAL, TYPING, NO SHORTHAND.

BEATRICE MAFFIA. WIFE OF MISSION SECURITY OFFICER. TYPIST,
ACCOUNTING, RECEPTIONIST, EXPERIENCE WITH PRIVATE FIRMS.

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DEBBIE MCNAMARA. WIFE OF MSG ASSISTANT NCOIC. TYPIST,

RECEPTIONIST, SECRETARY WITH PRIVATE FIRMS.

ELIZABETH MCCUMBER. WIFE OF MISSION C&R ASSISTANT. TYPIST, GENERAL CLERICAL WORK.

MARY PROSSER. WIFE OF C&R SUPERVISOR. TYPIST, SECRETARY, STATISTICAL SECRETARY, PERSONNEL ASSISTANT. HAS WORKED AT OTHER FOREIGN SERVICE POST.

NORMA REILLY. WIFE OF GSO. TYPING, SHORTHAND, EMBASSY EXPERIENCES.

AUDREY FON. WIFE OF MISSION C&R ASSISTANT. TYPIST, SHORTHAND; FORMER FOREIGN SERVICE SECRETARY.

ROSALYN JENNINGS. TYPING, SHORTHAND. HAS BEEN EMPLOYED BY MISSION AS CONFERENCE SECRETARY UNDER CONTRACT.

SUSAN HENKIN. WIFE OF ACDA DELEGATE TO SALT. TYPIST. BILINGUAL (FRENCH). SECRETARIAL EXPERIENCE WITH PRIVATE AND GOVERNMENT ORGANIZATIONS.

ELIZABETH ALLEN. WIFE OF MISSION IEA OFFICER. TYPIST, SHORTHAND, EDITORIAL EXPERIENCE.

B) SECRETARIES. ADDITIONALLY, MISSION CAN MAKE AVAILABLE CONFERENCE SECRETARIES, JANET WEHR, FOR FULL PERIOD OF LOS, AND BEVERLY OLIVER FROM MID APRIL AFTER COMPLETION OF HER DUTIES WITH HUMANITARIAN LAW CONFERENCE.

C) COMMUNICATORS. THREE TDY COMMUNICATORS WILL BE REQUIRED TO AUGMENT MISSION STAFF DURING PERIOD OF CONFERENCE. ADDITIONALLY, REGIONAL TELEPHONE TECHNICIAN WILL BE REQUIRED FOR FIVE DAYS TDY TO MAKE INSTALLATION/REVISIONS IN MISSION, HOTEL INTERCONTINENTAL AND/OR MTN BUILDING TO MEET REQUIREMENTS OF DELEGATIONS.

D) COURIER/MESSENGER. PETER LACOCK (US CITIZEN). HAS SECRET CLEARANCE. HAS WORKED FOR MISSION ON SEVERAL CONFERENCES. CAN ALSO BE USED FOR REPRODUCTION OF CLASSIFIED DOCUMENTS.

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E) GSO LOCAL EMPLOYEE. FOR REPRODUCTION OF UNCLASSIFIED DOCUMENTS; ONE CLERK/TYPIST.

G) SWITCHBOARD OPERATOR. LOCAL HIRE. SINCE NORMAL MISSION HOURS FOR SWITCHBOARD ARE FROM 9:00 AM TO 6:30 PM MONDAY THROUGH FRIDAY, ADDITIONAL HOURS SHOULD BE EXTENDED FOR LOS. PLEASE ADVISE COVERAGE REQUIRED.

3. SINCE MISSION'S MOTOR POOL WILL BE FULLY COMMITTED DURING THIS PERIOD ALL DIRVERS REQUIRED FOR LOS WILL BE CONTRACT HIRED LOCALLY. HOWEVER, TWO EXPERIENCED ENGLISH-SPEAKING MISSION DIRVERS WILL BE ASSIGNED TO THE TWO PRINCIPLES, AMB. STEVENSON AND MOORE, AND REPLACED IN MISSION POOL BY CONTRACT HIRED. THREE VEHICLES WITH DIRVERS TO BE SHARED BY DEPUTIES AND OTHER SENIOR ADVISERS. TWO MINIBUSES TO BE FOR GENERAL USE OF DELEGATION; EACH MINIBUS HOLDS SEVEN PASSENGERS.

B) SINCE COMPETITION FOR HIRE OF LIMITED SUPPLY OF DRIVERS WILL BE KEEN, MISSION SHOULD BE INFORMED ASAP OF NUMBER OF DRIVERS REQUIRED FOR CODELS. MEANWHILE, BECAUSE OF DIFFICULTY IN OBTAINING SERIVCES ON SHORT NOTICE EIGHT VEHICLES WITH DRIVER SHOULD BE HIRED FOR HIGH-RANKING VISITORS WHOSE VISIT MIGHT BE UNPREDICTABLE.

4. TELEPHONES. THREE MISSION EXTENSIONS CAN BE INSTALLED IN KEY OFFICES OF THE HOTEL INTERCONTINENTAL. THIS WILL PERMIT DIRECT USE OF THE LONDON TOLL FACILITY THROUGH THE MISSION SWITCHBOARD AND DIRECT CONTACT WITH THE MISSION. SINCE THERE WILL BE SEVERAL CONFERENCES IN GENEVA AT THIS TIME THE USE OF THE LONDON TOLL WILL BE VERY OVERCROWDED, THEREFORE, COMMERCIAL TELEPHONE COSTS WILL BE HEAVY TO MEET NEEDS OF LOS. THE ONLY SECURE VOICE FACILITY IN GENEVA IS IN SALT DELEGATIONS IN BOTANIC BUILDING. USE OF IT, IF ANTICIPATED, SHOULD BE DISCUSSED IN ADVANCE WITH ACDA.

5. ACCOMODATION EXCHANGE. ONE PERSON ON SUPPORT STAFF OF DELEGATION SHOULD BE DESIGNATED TO RECEIVE PERSONAL CHECKS AND BRING THEM TO MISSION FOR EXCHANGE. THIS SHOULD PROVIDE BEST SERVICE TO DELEGATION AND REDUCE NUMBER OF PERSONS COMING TO MISSION FOR THIS PURPOSE.

6. TRAVEL ADVANCE. IT IS ESSENTIAL THAT OFFICIAL TRAVELERS COMING TO GENEVA APPLY FOR AND RECEIVE IN THE DEPARTMENT THE MAXIMUM TRAVEL UNCLASSIFIED

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ADVANCE POSSIBLE. MISSION UNABLE TO EXPEDITIOUSLY HANDLE LARGE NUMBER OF ADVANCES.

7. HOTEL RESERVATIONS.

A) A TOTAL OF 96 ROOMS HAVE BEEN RESERVED AS NOTED IN FOLLOWING BREAKDOWN. SUITES HAVE BEEN RESERVED FOR AMBASSADORS STEVENSON AT RICHEMOND FOR SF 237 PER DAY, AND FOR MOORE AT LA RESERVE FOR SF 325 PER DAY, SINGLE OCCUPANCY (SF 355 FOR DOUBLE OCCUPANCY AT LA RESERVE) FOR PERIOD MARCH 15 - MAY 10:

HOTEL	NO OF ROOMS BOOKED	DAILY RATE
ELYSEE	15 SINGLES/10 DOUBLES	SF 60/90
AMAT	20 SINGLES/5DOUBLES	SF 75/110

LONGCHAMP 20 SINGLES/5DOUBLES SF 55/79

EPSOM 24 SINGLES SF 58; (MONTHLY SF 1560)

INTERCONTINENTAL 15 SINGLES SF 85

ABOVE HOTELS, EXCEPT FOR THE INTERCONTINENTAL, HAVE SMALL KITCHEN WITH REFRIDGERATOR, STOVE, CHINAWARE AND COOKING UTENSILS. NO SUITES ARE AVAILABLE IN HOTEL AMAT.

B) SPECIFIC RESERVATIONS TO DATE, WHICH ARE INCLUDED IN NUMBERS GIVEN ABOVE, HAVE BEEN MADE FOR FOLLOWING INDIVIDUALS FOR PERIOD MARCH 15 - MAY 10.

NAME	HOTEL
L. ALVERSON	ELYSEE
H. BASHKIN	ELYSEE
D. BAUMGARDNER	ELYSEE
R. GAGE	ELYSEE
A. MACONE	ELYSEE

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AMB. JOHN MOORE	LA RESERVE
HOWARD PLLOCK	ELYSEE
PAT ROBINSON	ELYSEE
JAMES STORER	ELYSEE
AMB. JOHN STEVENSON	RICHEMOND
GEORGE TAFT	ELYSEE
LILLIANA WILLIAMS	LONGCHAMP

C) MISSION UNABLE TO ASSIST IN OBTAINING ACCOMMODATIONS AT OTHER THAN HOTELS EXCEPT FOR PRINCIPALS. WE HAVE ALREADY RECEIVED REQUESTS FROM PARTICIPANTS WHO WISH TO RENT APARTMENTS SINCE FAMILY MEMBERS WILL ACCOMPANY THEM OR WHO FOR OTHER REASONS PREFER NON-HOTEL ACCOMMODATIONS. LOCATING THIS TYPE OF HOUSING IS DIFFICULT AT ANY TIME. THIS CONFERENCE, COMBINED WITH THE ARRIVAL OF THE MTN DELEGATIONS AND OTHER OVERLAPPING CONFERENCES MAKES

IT IMPOSSIBLE TO PROVIDE ASSISTANCE OF THIS NATURE.

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8. COMMISSARY SUPPLIES. MISSION DOES NOT HAVE COMMISSARY OR SALES STORE. IT DOES HAVE A FACILITY FOR SELLING BEVERAGES (NOT CIGARETTES). THIS FACILITY CAN BE USED BY AMERICAN PERSONNEL ASSIGNED TO THE DELEGATION. ARRANGEMENTS CAN BE MADE FOR DELIVERY TO DELEGATION OF INDIVIDUAL BEVERAGE REQUIREMENTS.

9. REPRESENTATION.

A) REPRESENTATION LUNCHEON AT FIRST CLASS BUT NOT DE LUX RESTAURANT WOULD COST SF 30 PER PERSON MINIMUM. A REPRESENTATIONAL DINNER WHICH INCLUDES ENTREE, MEAT COURSE, TWO VEGETABLES, SALAD, BREAD, WINE, DESERT, COFFEE WOULD COST SF 45 MINIMUM AT FIRST CLASS BUT NOT DE LUX RESTAURANT.

B) HOURLY RATES FOR WAITERS TO SERVE AT PRIVATELY HOSTED EVENTS OR AT THE MISSION COST SF 15 PER HOUR DURING WEEK AND SF 20 ON SUNDAYS. FOR A COCKTAIL PARTY (WITH FIVE HORS-D'OEUVRES PER PERSON) WOULD AVERAGE SF 20 PER PERSON.

10 SECURITY.

A) SHOULD INTERCONTINENTAL BE USED FOR OFFICES, OPEN STORAGE IN THE DOCUMENTS AREA CAN BE ARRANGED FOR ALL CLASSIFIED MATERIAL UNDER TOP SECRET; TOP SECRET MATERIALS WILL HAVE TO BE STORED IN THE MISSION DURING NON-DUTY HOURS. SIX TDY MARINES WILL BE REQUIRED TO MAINTAIN OPEN STORAGE IN THE HOTEL.

B) IF BOTANIC BUILDING IS USED NO ADDITIONAL TDY MSG'S WILL BE RE-
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QUIRED FOR LOS.

C) MISSION NEEDS TO KNOW NUMBER OF FILE CABINETS/SAFES NEEDED
FOR DAILY STORAGE OF CLASSIFIED MATERIAL.

11. COPY MACHINE. TWO HIGH SPEED MACHINES, ONE EQUIPPED WITH A SIXTY
BIN COLLATER, CAN BE RENTED LOCALLY. APPROXIMATELY 200 REAMS OF 13
INCH LONG WHITE WILL BE REQUIRED FOWTPOS INCOMING TELEGRAM
REPRODUCTION; THIS DOES NOT INCLUDE COPY PAPER NEEDED IN DELEGATION
OFFICES.

12. GENERAL.

A) CONFERENCE OFFICER HERBERT RATHNER WILL SUPPORT LOS TO EXTENT
POSSIBLE, HOWEVER, FULL TIME ADMINISTRATIVE OFFICER FROM OIC SHOULD
BE MEMBER OF DELEGATION.

B) SPACE IN MISSION AND BOTANIC BUILDING PARKING FACILITIES UN-
FORTUNATELY SO LIMITED THAT DELEGATES WHO RENT CARS WILL BE UNABLE
TO USE IT. CURRENT RATES FOR DRIVE-IT-YOURSELF VEHICLES ARE:
DAILY US DOLLAR 26 (INCLUDES 50 KMS.), WEEKLY US DOLLAR 164 (INCLUDES
300 KMS), AND
MONTHLY US DOLLAR 659 (INCLUDES 1300 KMS); ALL INCLUDE INSURANCE.

C) MAKE CERTAIN PASSPORTS ARE VALID. IF TRAVEL TO OTHER COUNTRIES
REQUIRING VISAS IS ANTICIPATED, APPLY FOR THEM IN WASHINGTON.
MISSION DOES NOT HAVE CONSULAR FUNCTION; THEY MUST BE REFERRED TO
EMBASSY BERN.

D) WEATHER IN GENEVA DURING LOS IS NORMALLY COMPARABLE TO WASHINGTON,
D.C. WITH PERHAPS HIGHER RAINFALL. A GOOD SUBSTANTIAL PAIR OF
WALKING SHOES, PLUS ZIP-IN LINED RAINCOAST RECOMMENDED. THERE ARE
SEVERAL INDOOR SWIMMING POOLS IN GENEVA AND SWIMMING APPAREL
SHOULD BE BROUGHT IF APPROPRIATE.

E) MEDICAL FACILITIES IN GENEVA GOOD, BUT EXPENSIVE. DELGATES
PRONE TO COLDS, SINUS PROBLEMS OR WHO OTHERWISE REGULARLY USE
MEDICATION SHOULD BRING A SUPPLY WITH THEM.

F) MISSION WOULD BE ABLE TO PROVIDE CUSTOMS DOCUMENTATION FOR
DELEGATES DESIRING TO SHIP UNACCOMPANIED AIR FREIGHT, HOWEVER, A
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LOCAL AGENT WOULD BE REQUIRED FOR CLEARANCE AND DELIVERY TO HOTEL;
ESTIMATED AT APPROXIMATELY SF 40 PER ONE HUNDRED POUNDS.

13. ESTIMATED ADMINISTRATIVE SUPPORT BUDGET; BASED ON USE OF
HOTEL INTERCONTINENTAL FOR SIXTY DAYS:

A) OFFICES \$134,700
TWO FLOORS AT \$2245 PER DAY (EXCLUDING 15 SINGLES ROOMS)

B) OVERTIME \$5582. US, 600 HRS. AT \$7.75 P/HR \$4,650. LOCAL, 150 HRS.
AT \$6.21 P/HR \$932.

C) CONTRACT SERVICES: \$24,240
1 US SECRETARIES AT \$41 PER DAY - \$19,680.
1 US COURIER AT \$50 PER DAY - \$3,000.
1 LOCAL EMPLOYEE (GSO) AT \$26 PER DAY 1,560 (PART TIME)

D) RENTAL OF OFFICE FURNISHINGS: \$11,125
DESKS, TYPING TABLES, CABINETS

E) RENTAL OF OFFICE MACHINES: \$51,580.
10 TYPEWRITERS AT \$80 - \$800
1 COPIER 3600 - \$670.
1 COPIES 3600 WITH SORTER \$885.
COPY RATE/PAPER FOR RENTED COPIERS \$39,375.
COPY RATE/PAPER FOR C&R \$9,850.
(COPY RATE PER COPY - \$.09)
(ESTIMATED USAGE 200,000 COPIES PER COPIER)

F) RENTAL OF VEHICLES: \$30,403.
3 VEHICLES WITH DRIVERS - \$12,857.
4 DRIVERS WITHOUT VEHICLE - \$7,600.
OVERTIME, 4 HOURS PER DAY, PER VEHICLE - \$9,946.

G. MISCELLANEOUS: \$4,300.
OFFICE SUPPLIES - \$800.
NEWSPAPERS - \$500.
TELEPHONE TOLLS - \$3000.

(ABOVE BASED ON SF 2.60 - \$1.00)

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THE ABOVE EXTIMATED TOTAL OF US DOLLARS 261,930 WILL NATURALLY BE
GREATLY REDUCED IF THE BOTANIC BUILDING IS USED FOR OFFICES.

14. MISSION REALIZES THIS CABLE LENGTHY, BUT IMMEDIATE REPLIES NEEDED
TO FOLLOWING IN ORDER TO INSURE CONFIRMATION OF HOTEL ACCOMMODATIONS,
VEHICLE HIRE, CONTRACT OF LOCALLY AVAILABLE PERSONNEL, ETC.

A) SHOULD MISSION RETAIN RESERVATION OF THE FOURTH AND FIFTH FLOORS OF HOTEL INTERCONTINENTAL FOR DELEGATION OFFICES? ADVISE IF SECOND AND THIRD FLOORS, OR ANY PORTION OF THE BOTANIC BUILDING, AVAILABLE FOR DELEGATION OFFICES. OIC AND LOS SHOULD REVIEW BOTANIC FLOOR PLANS TO DETERMINE REQUIREMENTS AND ADVISE MISSION ACCORDINGLY.

B) THE NUMBER OF US AND LOCAL PERSONNEL REQUIRED FOR MISSION TO CONTRACT FOR LOS.

C) IF OIC AGREEABLE TO SUGGESTED REQUIREMENTS FOR DRIVERS/ VEHICLES IN PARA 3, AND NUMBER OF FILE CABINETS REQUIRED (PARA 10C).

D) ADVISE OF ANY ADDITIONAL EQUIPMENT REQUIREMENTS NOT NOTED IN THIS TELEGRAM.

E) THE AMOUNT OF ADMINISTRATIVE SUPPORT FUNDS AVAILABLE TO MISSION.

A REVISED BUDGET WILL BE SUBMITTED TO OIC SHOULD ALL OR PART OF BOTANIC BUILDING BE AVAILABLE FOR LOS. DALE

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